

# **Accounts Receivable Reports**

**Student Guide**



# Table of Contents

---

<b>Accounts Receivable Reports.....</b>	<b>1</b>
Sponsored Travel Accounts Receivable Reports.....	1
Lesson Objectives.....	2
Accounts Receivable Reports.....	3
Customer Reports.....	5
Customer Listing - Summary Report.....	6
Customer Listing - Detail Report.....	7
Duplicate Customer Report.....	8
Transaction Reports.....	9
Transaction Detail Report.....	10
Adjustment Register.....	11
Run Receipts Reports.....	12
Unapplied Receipts Register Report.....	13
Receipt Register Report.....	15
Reversed Receipts.....	16
Running Aging Reports.....	17
Billing and Receipt History Report.....	18
Account Status Report.....	19
Aged Trial Balance – 4 Buckets Report.....	20
Running Other AR Reports.....	21
AR Reconciliation Report.....	22
Journal Entries Report.....	23
Unposted Items Report.....	25
Practice Lab.....	26
Lesson Summary.....	27



## Sponsored Travel Accounts Receivable Reports

---



# Sponsored Travel Accounts Receivable Reports

*Track 2 End User Training*  
*October 2003*

## Lesson Objectives

---



### Lesson Objectives

After this lesson, you will know how to:

- Run customer reports
- Run transactions reports
- Run receipts reports
- Run aging reports
- Run other accounts receivable reports

## Accounts Receivable Reports



### Accounts Receivable Reports

Oracle Financial Applications provides standard reports to help you manage your receivables.

➤ **Reports related to Customer Records**

- Customer Listing Detail
- Customer Listing Summary
- Duplicate Customer Report

➤ **Reports related to Transactions**

- Transaction Detail Report
- Adjustments Register

➤ **Reports related to Receipts**

- Unapplied Receipt Register
- Receipt Register
- Reversed Receipts Report

## Accounts Receivable Reports

---

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Accounts Receivable Reports


- Reports related to Customer Account Balances
  - Billing and Receipt History
  - Account Status Report
  - Aging Report
- Other Accounts Receivable Reports
  - AR Reconciliation Report
  - Journal Entries Report
  - Unposted Items Report

Page 3



## Customer Reports

---



### Customer Reports

After this lesson, you will know how to:

➔ **Run customer reports**

- Run transactions reports
- Run receipts reports
- Run aging reports
- Run other accounts receivable reports

Page 4

Customer Listing Detail and Summary Report

Duplicate Customer Report

## Customer Listing - Summary Report

**Customer Listing - Summary Report**

**Purpose:** To review summary customer information

**Parameters:**



Page 5

### Selected Report Parameters

**Order By:** Select Customer Name or Customer Number from the **LOV**

**Customer Name Range:** Select a customer or range of customers for the report from the **LOV**

**Customer Number Range:** Select a customer or range of customers for the report from the **LOV**

**Site Range:** Select a site or range of sites from the **LOV**.


**City Range:** Select a city or range of cities from the **LOV**.

**State Range:** Select a state or range of states from the **LOV**.

**Zip Code Range:** Select a zip code or range of zip codes from the **LOV**.

**Customer Status Range:** Select a customer status range from the **LOV**.

## Customer Listing - Detail Report

**Customer Listing - Detail Report**

**Purpose:** To review detailed customer information

**Parameters:**

Parameters

Order By

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK

Cancel

Clear

Help

Page 6

The navigation path to this report is **N > Reports > Listing**


### **Report Parameters**

**Order By:** Select Customer Name or Customer Number from the **LOV**

**Customer Name Range:** Select a customer or range of customers for the report from the **LOV**

**Customer Number Range:** Select a customer or range of customers for the report from the **LOV**

## Duplicate Customer Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Duplicate Customer Report

**Purpose:** Run the Customer Duplicate Report to help determine Duplicate Customer Records

**Parameters:**

Parameters

Number of Characters

Customer Name

OK Cancel Clear Help


Page 7

### **Report Parameters**

**Customer Name:** To restrict the search to a specific name, enter a customer name (optional).

**Number of Characters:** Enter the number of characters that you think should be the same, for the customer names to be deemed as potential duplicates.

## Transaction Reports

**Transaction Reports**

After this lesson, you will know how to:


- Run customer reports
- ➔ **Run transactions reports**
- Run receipts reports
- Run aging reports
- Run other accounts receivable reports

Page 8

Transaction Detail Report

Adjustments Register Report

## Transaction Detail Report

**Transaction Detail Report**

**Purpose:** To review AR transaction information for a specific time period or customer

**Parameters:**

Parameters

Transaction Number Low

Transaction Number High

Transaction Class

OKCancelClearHelp

Page 9


The navigation path for this report is **N > Reports > Listing**

### **Report Parameters**

**Transaction Number Range:** Enter a transaction number range

**Transaction Class:** Select a transaction class from the **LOV**

## Adjustment Register

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Adjustment Register

**Purpose:** To review AR adjustment activity

**Parameters:**

Parameters

Attribute Set: **DEFAULT** [Default]

GL Date Low: [ ]

GL Date High: [ ]

Transaction Date Low: [ ]

Transaction Date High: [ ]

Due Date Low: [ ]

Due Date High: [ ]

Invoice Type Low: [ ]

Invoice Type High: [ ]

Adjustment Type Low: [ ]

Adjustment Type High: [ ]

Currency Code Low: [ ]

Currency Code High: [ ]

Company Segment Low: [ ]

Company Segment High: [ ]

Adjustment Account Low: [ ]

Adjustment Account High: [ ]

Document Sequence Name: [ ]

Document Sequence Number From: [ ]

Document Sequence Number To: [ ]

[OK] [Cancel] [Clear] [Help]

Page 10

The navigation path for this report is **N > Reports > Listing**

### Selected Report Parameters

**GL Date Range:** Enter the GL date range of the adjustment

**Transaction Date Range:** Enter the Transaction Date range


**Due Date Range:** Enter a range of due dates for the transactions

**Invoice Type Range:** Enter the invoice type range. For one type, enter the same value in each field

**Adjustment Type Range:** Enter the adjustment type range. For one type, enter the same value in each field

## Run Receipts Reports

---

**nibrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Run Receipts Reports

After this lesson, you will know how to:

- Run customer reports
- Run transactions reports
- **Run receipts reports**
- Run aging reports
- Run other accounts receivable reports

Page 11

Unapplied Receipt Register

Receipt Register

Reversed Receipts Report



## Unapplied Receipts Register Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Unapplied Receipts Register Report

**Purpose:** To review receipts that remain unapplied to an invoice and unidentified to a customer

**Parameters:**

Parameters

Format Option	Detailed
Receipt GL Date Low	
Receipt GL Date High	
Currency Code	
Customer Name Low	
Customer Name High	
Customer Number Low	
Customer Number High	
Batch Name Low	
Batch Name High	
Batch Source Name Low	
Batch Source Name High	
Receipt Number Low	
Receipt Number High	

OK Cancel Clear Help

Page 12

The navigation path to this report is **N > Reports > Accounting**

### Report Parameters

**Format Option:** Select Detailed or Summary from the **LOV**

**Receipt GL Date Range:** Enter a date or date range when the receipts were entered into the NBS by the Cashiers Office

**Currency Code:** Leave blank or enter **USD**

**Customer Name Range:** Select a customer or range of customers for the report from the **LOV**

**Customer Number Range:** Select a customer or range of customers for the report from the **LOV**

**Batch Name Range:** Select a receipt batch name or range of receipt batches from the **LOV** (Receipt batches are sequentially numbered)

**Batch Source Name Range:** Select Sponsored Travel from the **LOV**

**Receipt Number Range:** Receipt number field is used to hold the check number

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

The first section of the report lists the unapplied receipts for each customer.

The second section lists the unidentified receipts. Unidentified receipts have not be assigned to a customer.

The report provides you with the payment batch name, the payment date, and the amount of the receipt that is unapplied.

Note: The NIH does not currently utilize the on-account functionality.

## Receipt Register Report

**Receipt Register Report**

**Purpose:** To review receipt information.

**Parameters:**

Parameters

Attribute Set: **DEFAULT** Default

Batch Name Low: 4

Batch Name High: 4

Customer Name Low:

Customer Name High:

Deposit Date Low:

Deposit Date High:

Receipt Status Low:

Receipt Status High:

Receipt Number Low:

Receipt Number High:

GL Date Low:

GL Date High:

Currency Code:

Document Sequence Name:

Document Sequence Number From:

Document Sequence Number To:

OK Cancel Clear Help

Page 13

The navigation path to this report is **N > Reports > Accounting**

### **Report Parameters**

**Batch Name Range:** Select Detailed or Summary from the **LOV**

**Customer Name Range:** Select a customer or range of customers for the report from the **LOV**

**Deposit Date Range:** Enter a date or date range when the receipts were deposited by the Cashiers Office

**Receipt Status Range:** Select a receipt status or range of statuses from the **LOV**


**Receipt Number Range:** Receipt number field is used to hold the check number

**GL Date Range:** Enter a date or date range when the receipts were entered into the NBS by the Cashiers Office

**Currency Code:** Leave blank or enter **USD**

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

## Reversed Receipts

**Reversed Receipts**

**Purpose:** To review information on receipts that have been reversed.

**Parameters:**

Parameters

Order By

Currency Low

Currency High

Bank Account Low

Bank Account High

Reversal GL Date Low

Reversal GL Date High

Customer Number Low

Customer Number High

Reversed Receipt Reason

OKCancelClearHelp

Page 14

The navigation path to this report is **N > Reports > Accounting**

### **Report Parameters**

**Order By:** Select Customer **LOV**

**Currency Range:** Leave blank or enter **USD**

**Bank Account Range:** Leave blank or select a bank account range from the **LOV**

**Reversal GL Date Range:** Enter a date or date range when the receipts were reversed


**Customer Number Range:** Select a customer number or range of customer numbers for the report from the **LOV**

**Reversed Receipt Reason:** Select a reversal reason from the **LOV** or leave blank for all reasons

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

## Running Aging Reports

---

**nhrss**  
NATIONAL INSTITUTES OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Running Aging Reports

After this lesson, you will know how to:

- Run customer reports
- Run transactions reports
- Run receipts reports
- ➔ **Run aging reports**
- Run other accounts receivable reports


Page 15

Billing and Receipt History Report

Account Status Report

Aging – 4 Buckets Report

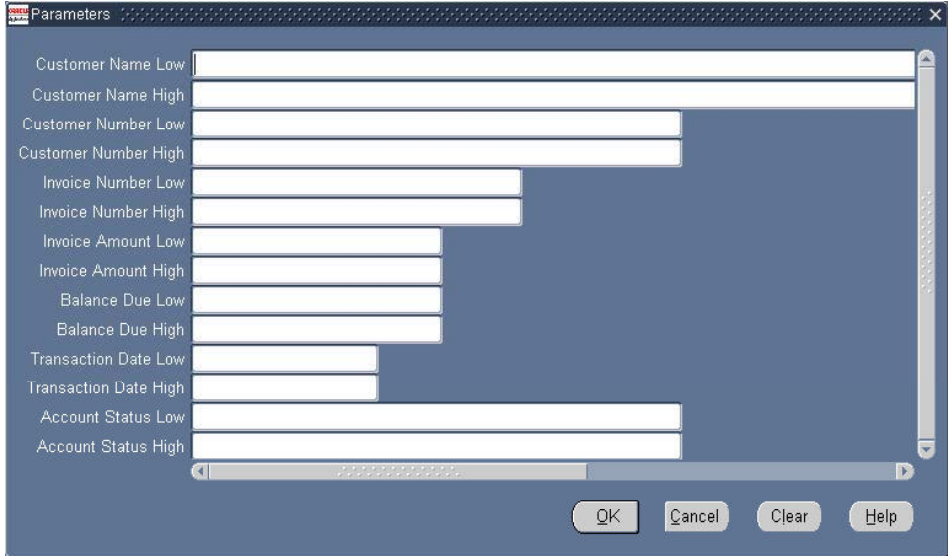
## Billing and Receipt History Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Billing and Receipt History Report

**Purpose:** To review transactions and any receipts that have been applied to them

**Parameters:**



Page 16

The navigation path to this report is **N > Reports > Collections**

### Selected Report Parameters

**Customer Name Range:** Select a customer range from the **LOV**

**Customer Number Range:** Select a customer range from the **LOV**

**Invoice Number Range:** Select an invoice number range from the **LOV**

**Invoice Amount Range:** Enter an invoice amount range

**Balance Due Range:** Enter a balance due range


**Transaction Date Range:** Select transaction date range from the **LOV**

**Account Status Range:** Do not use

For all range fields, if you want the report to run for a single value, enter the same value in the low and high fields.

The Billing and Receipt History Report displays the transactions and receipts segregated by customer for a given date range. The report displays both open and closed transactions.

## Account Status Report

**Account Status Report**

**Purpose:** To review open transactions and receipts for a customer

**Parameters:**

Parameters

Order By

Customer

Account Status Low

Account Status High

Collector Low

Collector High

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK

Cancel

Clear

Help

Page 17

The navigation path to this report is **N > Reports > Collections**

### **Selected Report Parameters**

**Order By:** Leave default value of Customer

**Account Status Range:** Do not use

**Collector:** Do not use


**Customer Name Range:** Select a customer name range from the **LOV**

**Customer Number Range:** Select a customer number range from the **LOV**

The Account Status Report displays all the open transactions for a customer, including the original amount, the balance due, and the due date. In addition, the account status report displays any unapplied receipts.

The Account Status Report segregates transactions for a customer by location.

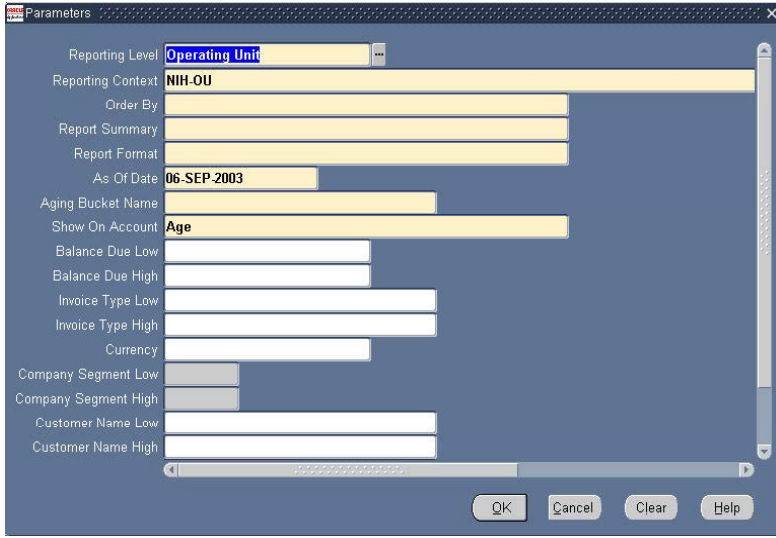
## Aged Trial Balance – 4 Buckets Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Aged Trial Balance – 4 Buckets Report

**Purpose:** To review open transactions and credits by the number of days outstanding

**Parameters:**



Page 18

The navigation path to this report is **N > Reports > Collections**

### Selected Report Parameters

**Order By:** Use the **LOV** to select the order in which you want the information displayed

**Report Summary:** Use the **LOV** to select the summary type

**Report Format:** Select Brief or Detailed from the **LOV**

**As of Date:** Enter the date as of which you want the information to display


**Bucket Name:** Use the **LOV** to populate **Standard**

**Show on Account:** Select Summarize or Age from the **LOV**

The four buckets include Current, 1-30 Days Past Due, 31 – 60 Days, and 61+ days.



## Running Other AR Reports

**Running Other AR Reports**

After this lesson, you will know how to:

- Run customer reports
- Run transactions reports
- Run receipts reports
- Run aging reports

**→ Run other accounts receivable reports**


Page 19

AR Reconciliation Report

Journal Entries Report

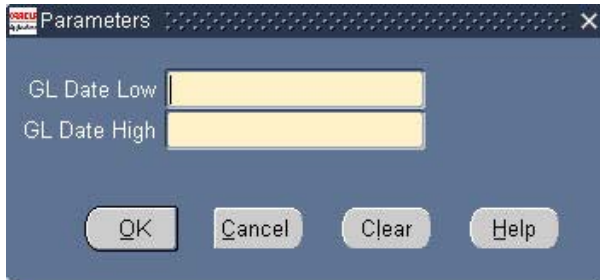
Unposted Items Report

## AR Reconciliation Report

**AR Reconciliation Report**

**Purpose:** To assist with reconciliation of accounts receivable activities. This report summarizes all customer, receipt, transaction, and account balances for a given period.

**Parameters:**



Page 20


The navigation path for this report is **N > Reports > Accounting**

### **Report Parameters**

**GL Date Range:** Enter the GL Date range for the report.

The report uses the following formula to help reconcile any outstanding receivable amounts:  
 $\text{Totals for Period} - \text{End of Period Balance} = \text{Difference}$

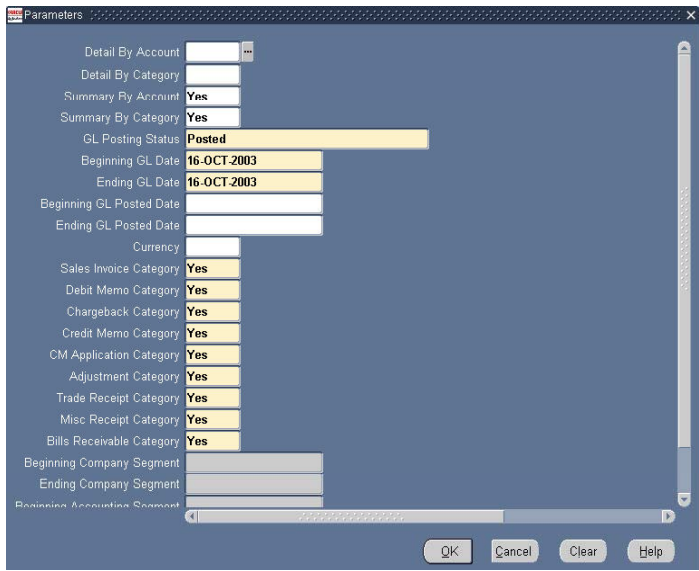
## Journal Entries Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Journal Entries Report

**Purpose:** To reconcile AR subledger with the General Ledger using the Account Analysis report in Oracle General Ledger

**Parameters:**



Page 21

The navigation path for this report is **N > Reports > Accounting**

### Selected Report Parameters

**Detail by Account:** Select **Yes** if you would like the report to detail by account

**Detail by Category:** Select **Yes** if you would like the report to detail by category

**Summary by Account:** Select **Yes** if you would like the report to summarize by account

**Summary by Category:** Select **Yes** if you would like the report to summarize by category

**GL Posting Status:** Select Posted, Unposted or Posted and Unposted from the **LOV**

**GL Date Range:** Enter a GL Date range

**GL Posting Date Range:** Enter a GL Posting Date Range

**Sales Invoice Category:** Select Yes if you want sales orders to be displayed

**Debit Memo Category:** Select Yes if you want debit memos to be displayed

**Adjustment Category:** Select Yes if you want adjustments to be displayed


**Trade Receipt Category:** Select Yes if you want trade receipts to be displayed

**Bills Receivable Category:** Select Yes if you want bills receivable to be displayed

**Category Segment Range:** Select a fund range

**Accounting Segment Range:** Select a SGL range

## Unposted Items Report

**nbrss**  
NATIONAL INSTITUTE OF HEALTH  
BUSINESS & RESEARCH SUPPORT SYSTEM

### Unposted Items Report

**Purpose:** To review all unposted AR items.

**Parameters:**

Parameters

Start GL Date

End GL Date

OK Cancel Clear Help


Page 22

The navigation path for this report is **N > Reports > Accounting**


### **Report Parameters**

**GL Date Range:** Enter the GL Date range for the report

Use this report to determine any unposted items. All items within a period must be posted to the GL before you can close that AR period.

**Practice Lab**

# Lab Time



Page 23

## Lesson Summary

---



### Lesson Summary

In this lesson, you learned how to:

- Run transactions reports
- Run receipts reports
- Run aging reports
- Run other accounts receivable reports

